



**Directorate General of Human Resources Development
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F.No. 28/1/BVS/HRD(HRM)/APAR/2017

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To

The Principal Chief / Chief Commissioners of Customs and Central Excise (All)
The Principal Director/ Director Generals of Customs and Central Excise (All)
The Commissioner I/C of Directorates (All)
The Commissioner, Settlement Commission (All)
The Commissioner, CESTAT(All)
The Chief Controller of Factory, Gwalior/Narcotics Gwalior.

Subject: Online writing of APARs for IRS(C&CE) officers of CBEC- reg.

It has been decided that w.e.f. 01.04.2017, the Annual Performance Appraisal Report (APAR) has to be filed online by each Group A officer of IRS (C&CE). It is clarified that it is mandatory to file the APAR for the year 2016-17 online and no manual filing of APAR shall be permitted.

2. For filing the APAR online, the officer has to access SPARROW by logging into <https://sparrow-irs.eoffice.gov.in>. The flow chart of APAR in electronic environment, general instructions for filing the APAR online and Frequently Asked Questions (FAQs) pertaining to problems faced in logging are annexed as Annexure A, B & C, respectively.

3. For initiation of APARs in the electronic environment, the PAR Manager and the Custodians have been appointed for each formation. The list of all formations and names of PAR Managers/Custodians is available on the main page of the DGHRD website. For successful implementation of online filing of APARs, following timelines should be strictly followed:

- i. The Administration Section of each formation (Zone/Commissionerate /Directorate) shall furnish the complete details as required in Section-I of the APAR duly signed / verified by **15th March** to the PAR Manager and Custodian. Special care should be taken to ensure the correctness of the names & period of supervision by each of the Reporting & Reviewing officers and these details are covering for complete period from 1st April to 31st March. The correctness and completeness of this information is essential to decide the creation of APAR / NRC by the PAR Manager and Custodian. These details are to be sent in respect of all the Group A officers of IRS (C& CE) who are working in his formation as on date including for the officers who have gone on long leave / training / foreign assignment from his formation.